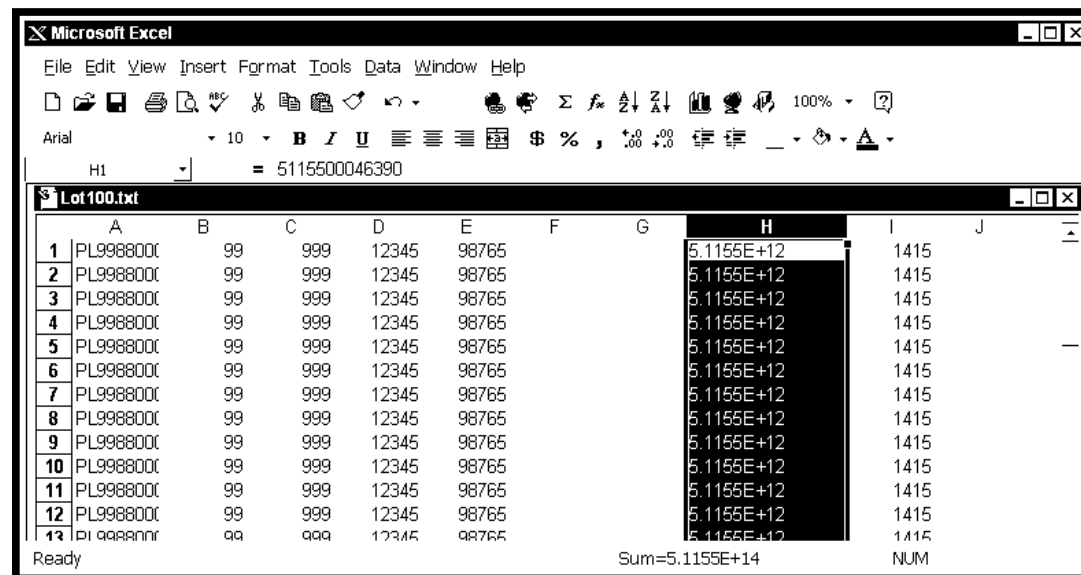


Appendix H

Warning for Microsoft Excel Users

If you see the following scientific notation in the MAF ID Field (Column H, the 8th column) do not save your spreadsheet until the format is changed to text:



If you save your spreadsheet with this notation in Column H, your MAF ID Field will be destroyed and you will have to **REDO** your work. To avoid redoing your work, **you must change the cell format to text before saving your file.** The MAF ID field is critical because it is used to match your records into the Census Bureau address list. By converting it to scientific notation it is destroyed and cannot be recovered.

To change the format to text, do the following:

- When you get to this screen the first column is already **highlighted**, scrolling to the last column hold down **SHIFT** key and click in the last column, then clicking the **"TEXT"** button.

- Change data format to "TEXT" for all columns; "*TEXT*" in the "COLUMN DATA FORMAT" dialogue box.

Text Import Wizard - Step 3 of 3 [?] [X]

This screen lets you select each column and set the Data Format.

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Column data format —

☐ General

☒ **Text**

☐ Date: MDY

☐ Do not import column (Skip)

Data preview —

Text	Text	Text	Text	Text	Text	Text	Text	T
PL9988000	99	999	12345	98765			5115500046390	1
PL9988000	99	999	12345	98765			5115500046400	1
PL9988000	99	999	12345	98765			5115500046410	1
PL9988000	99	999	12345	98765			5115500046420	1
PL9988000	99	999	12345	98765			5115500046430	1
PL9988000	99	999	12345	98765			5115500046440	1

Cancel < Back Next > Finish